

# PARENT/STUDENT HANDBOOK TABLE OF CONTENTS

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## **MOST BLESSED SACRAMENT SCHOOL STATEMENT OF PHILOSOPHY**

We believe the purpose of Most Blessed Sacrament School is to pass on the faith and heritage of Catholic Tradition, promoting gospel values throughout our educational environment.

We strive to strengthen a partnership with our parents, the primary teachers of faith and values, to develop the whole child – spiritually, morally, intellectually, socially, emotionally, and physically.

We continually seek out a faculty called to the teaching ministry, who share a mutual responsibility for creating an environment which promotes spiritual and academic excellence for all our students.

We strive to center our school community in worship, prayer, Catholic doctrine, service projects and current educational pedagogy in order to equip our students to become mature Christian young men and women, leaders for tomorrow's world.

We seek to teach as Jesus did, in both word and example, nurturing the unique gifts of each member of our school community as members of the body of Christ, living Sacraments to the world.

### **Most Blessed Sacrament School Objectives**

1. To provide a teaching environment in which the gospel message and Christian values are integrated into every subject area.
2. To promote academic excellence and to strive to challenge each student to reach his/her learning potential.
3. To provide learning experiences that develop critical thinking skills and which address all domains: cognitive, affective, and psychomotor.
4. To promote a disciplined atmosphere centered in treating each individual as a child of God, fostering personal freedom and responsibility for personal decisions and actions.

## Mission Statement

The mission of Most Blessed Sacrament School is to minister to the educational needs of our parish family by providing a teaching atmosphere which promotes gospel values and academic excellence for our students.

## Parent's Commitment to Church and School

One of the necessary requirements for your child's enrollment and/or retention at Most Blessed Sacrament School is commitment to the following agreement.

We/I therefore promise and commit:

1. The Catholic members of our family attend mass every weekend and Holy Days in addition to daily prayer at home.
2. Thirty hours of time and talent be given to the school and /or church each year. (A year is from registration to re-registration.) Time and Talent required hours are reviewed March 1 of every year and must be completed at this time.
3. We support the stewardship program of the church as an Identified Offertory Giver (IOG)\* and sign a new Stewardship Commitment Card each year.

\*IOG - The parents or legal guardians of the child whose use of offertory envelopes has noted their **annual** financial support of the parish in the minimum amount of **\$325.00** (verification will be as of December 31), unless otherwise authorized by the Pastor.

Most Blessed Sacrament does not discriminate on the basis of race, color, national and ethnic origin.

## **FOREWORD**

According to Admissions Requirements established by the Diocese of Baton Rouge (Section 4.3.2), “Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent/guardian and/or the rules of the school covering all areas of the student’s development as stated in the school’s philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent/student handbook and school communications.”

Catholic schools operate under contract law. The handbook is the printed contract between the parents of minor students and the school. It is required that parents/guardians and their child sign a statement that they and their child have read the handbook and have agreed to abide by the policies, rules and regulations set forth therein. By signing this statement, parents and students agree to be governed by the rules and regulations stated in the handbook. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student’s removal from the school.

In developing the rules and policies, Most Blessed Sacrament School has tried to anticipate as many circumstances and problems as possible. As new and unusual situations arise, the Administration will have the authority to use their discretion in whatever circumstances the handbook rules do not precisely address. The Administrator also reserves the right to amend the handbook, if necessary.

## **Administration and Staff**

|                        |                                 |
|------------------------|---------------------------------|
| Father Michael Collins | Pastor                          |
| Maria Cloessner        | Principal/Administrator         |
| Janette Saylor         | Assistant Principal             |
| David Planche          | Director of Christian Formation |
| Donna Pacillo          | Guidance Counselor              |
| Sarah Munn             | Bookkeeper                      |
| Vonnie Chiasson        | Secretary                       |
| Lynn Guedry            | Secretary                       |
| Carolyn Pecoraro       | Extended Care Director          |
| Cynthia Jackson        | Cafeteria Manager               |

## **Telephone Directory**

|                               |          |
|-------------------------------|----------|
| School Office                 | 751-0273 |
| Guidance Office               | 751-7695 |
| Parish Office                 | 752-6230 |
| Office of Christian Formation | 751-5867 |
| School Cafeteria              | 753-3141 |
| Extended Day Care             | 751-0023 |
| Pre-school                    | 752-8829 |

**Motto: *Let Go...Let God***

**Mascot: *Pelican***

**School Colors: *Maroon and Gray***

## **Administrative Procedures**

Administrative procedures are established to meet the needs of our students and to facilitate practices and procedures that coordinate all facets of support activities with the instructional program. These procedures will be subject to continuous review and change as necessary to improve and work toward excellence in academic matters.

Parents will be informed of a student's progress through work papers and tests routinely sent home in grades K-5. Progress reports will be issued to all students at each mid-nine week marking period. The school will issue assignment calendar books to students in grades 2-8. They are to be treated as issued textbooks. Parents should check assignments on a regular basis. It is the child's responsibility to keep his/her parents informed of school progress by notes, work papers, tests and progress reports. Middle school (6-8) students will have grades available online. Parents are encouraged to review them on a regular basis.

Appointments with teachers may be scheduled by request through written notes or e-mail. Parents requesting a conference with the principal should call the school office for an appointment.

## **Attendance**

**Policy** - Elementary children must be present a minimum of 160 days to be eligible to receive credit for the courses taken. Exception can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.

### **Procedures**

#### **Absences**

- When a student is absent from school, a parent is asked to call the school office before 9:30 AM to verify the absence. When the student returns to school, he/she must present to the homeroom teacher a written excuse. Acceptable excused absences include illness, death in the family, impassable roads, and emergency situations.
  
- Excessive absences could jeopardize a student's promotion to the next grade. A student who is absent more than 20 days may not be promoted or may be required to attend summer remediation.
  
- A student who checks out before noon or checks in after noon will be considered absent for the day. A student must be in attendance over half of the day to be counted present for that day.

### **Vacations**

- Vacations are not valid reasons for being absent from school. Parents who wish to take their child out of school for several days because of family matters should discuss the child's progress with the principal and teacher. Recommendations made to parents will be recorded; the final decision rests with the parents. The principal will inform the parents of the academic consequences due to absence. The final decision will rest with the principal as to which absences are "excused."
- Teachers will not prepare special plans in advance for these absences. The school calendar is prepared in August, and vacations should be made to coincide with this calendar.
- If parents must travel away from home, arrangements should be made for their children to remain at school.

### **Absentee Assignments**

- The procedure for obtaining assignments is included in the classroom discipline plan sent home at the beginning of the school year.
- If a student has an extended illness, a parent may request that the office gather books to be picked up by the parent. Parents making this request need to call the school office by **9:00 AM**. Books may be picked up between 3:30 – 4:00 PM.
- If a student is absent for an extended period, arrangements are to be made with the teacher(s) to make up any missed assignments and/or tests.
- A student who is absent for one day and misses scheduled tests may be required to take the test the day he/she returns.

### **Tardiness and Early Checkouts**

- If a student arrives at school after 8:30 AM, A PARENT MUST SIGN HIM/HER IN AT THE SCHOOL OFFICE. He/she will be given a tardy slip from the office staff before reporting to homeroom. TARDY STUDENTS WILL NOT BE ADMITTED TO CLASS WITHOUT A TARDY SLIP.
- Tardiness and early checkouts jeopardize the quality of a student's school day. The school reserves the right to require a child to come early or stay late to make up school time if tardiness or early dismissals become excessive or detrimental to the quality of classroom time. Students with chronic tardiness or early dismissals will be contacted by the administration. A student who accumulates five or more tardies and/or early checkouts will not be eligible to receive a perfect attendance certificate at the end of the year.

- **Consequences for excessive tardies** – In a semester, four unexcused tardies will result in a morning clinic. After four more additional tardies, the parent and student must attend a mandatory meeting to resolve this situation. The only acceptable excuse for being tardy is a signed doctor or dentist’s excuse, cases of extreme weather or automobile accidents.
- Early dismissal will be granted for the same reasons that are allowed for excused absences. Please try to schedule doctor or dentist appointments after school hours. If a student must leave because of illness or other emergency, he/she must be signed out. **STUDENTS LEAVING THE SCHOOL FOR ANY REASON MUST BE SIGNED OUT AT THE SCHOOL OFFICE. FAILURE TO FOLLOW THE PROPER PROCEDURE WILL CONSTITUTE AN UNEXCUSED ABSENCE AND MAY BE THE GROUNDS FOR DISCIPLINARY ACTION.** Students are not permitted to leave the school grounds at any time during the school day without permission from the office.
- **ALL STUDENTS ARE EXPECTED TO LEAVE THE SCHOOL GROUNDS IN THE SAME MANNER THAT THE OFFICE RECORDS INDICATE THAT THEY ARE TO ARRIVE.** Bus riders cannot walk, **change** or ride carpool; walkers cannot ride a bus or carpool; car-poolers cannot change carpools, ride the bus or walk home without prior permission.

## **Uniforms**

**Policy** – The school uniform helps to shape and form us as a community of the children of God. This uniform is to be worn at all times in accordance with the published uniform code. It is the parents’ responsibility to check their child’s appearance. A child is expected to arrive at school neat and clean and to remain that way throughout the day.

### **Regulations**

- Children who intentionally deface or damage the uniform face serious disciplinary action.
- Students who fail to follow uniform policy will receive a green slip and will lose conduct points. Students with multiple uniform violations will be subject to further disciplinary action. A note from home is not a substitute for a proper uniform.

### **Dress Code**

#### **Girls and Boys**

- **JACKET/SWEATER** – ONLY SOLID NAVY BLUE sweaters, jackets, or windbreakers, the official school sweatshirt (without hood) or official maroon athletic windbreaker with the school letter (gr. 6-8) can be worn to school or in the classroom. Sweatshirt type jacket is not allowed. Fleece solid navy jackets are allowed. **NO BLUE JEAN OR DENIM JACKETS OF ANY TYPE ARE ALLOWED.**
- **SWEATSHIRTS** – official navy blue sweatshirt with emblem.

- OVERCOATS – heavy coats worn to and from school and out on the playground may be of any color. These coats may not be worn in the classroom. NO BLUE JEAN OR DENIM JACKETS OF ANY TYPE ARE ALLOWED. An overcoat is defined as a heavy outerwear jacket or coat that is heavily lined or padded. Those considered lightweight must be solid navy even if only worn to and from school.
- DRESS UNIFORM – All students must have a dress uniform to be worn on Mass days and special occasions, such as school pictures.
  - Girls
    - Grades K-5 - jumper and blouse
    - Grades 6-8 - skirt and blouse
  - Boys - long pants with an official shirt
- LETTER WINDBREAKERS OR SWEATERS – **Grades 6 – 8 only**  
Students who have received a letter for academics or athletics may purchase an official maroon windbreaker (not a heavy athletic jacket). This jacket must include the “MBS” letter.
- All fifth grade students who are eligible to receive a letter will receive it at the end of their fifth grade year. They may wear the letter windbreaker or sweater beginning in their sixth grade year.
- Body piercing is not allowed except for girls wearing one earring in each earlobe.
- No tattoos are allowed.

### **Boys uniforms**

- SHIRT – official white shirt with school emblem must be worn and tucked in at all times with belt visible.
- BELT – navy blue or black belt must be worn at all times and be visible.
- PANTS - official navy blue uniform pants must be worn.
- SHORTS – official navy blue shorts or the official navy blue pants shortened with a finished hem to the knee must be worn. Shorts may be worn any time during the school year except Mass days and designated special event days such as school pictures.
- SOCKS – SOLID WHITE/MID-CALF CREW SOCKS ONLY, no footlets, sport socks or low cut ankle socks are allowed.
- SHOES – only white, navy, or black shoes are allowed. Traditional athletic shoes may include the colors in the school uniform plaid in any combination. The uniform plaid consists of the colors: blue, black, white, gray, red (which may only be a trim color) and maroon (which may only be a trim color). Patent leather or metallic trim is not allowed on athletic shoes. Shoes with laces must be same solid color of white or black laces on both shoes and laces are to be tied snugly. Saddle oxfords and tennis shoes without laces are permitted. No boots, cleats, turf shoes, sandals, mules, wheeled, lighted or character logo shoes will be allowed.  
\*No colors other than the ones stated above will be allowed in any form on shoes.
- DRESS UNIFORM – long pants and the official uniform shirt. Students will be required to wear the dress uniform on every Mass day and on special occasions to be announced during the year.

- HAIR – The appropriate length of hair for boys should not touch the shirt collar. Hair should be neatly cut over the ears and when combed forward must be above the eyebrows. NO EXTREME HAIR STYLES ARE ALLOWED. This includes, but is not limited to, stripes, bowl cut, design of any shape, shaved sides, pointed necklines, dyed (colored), hi-lighted etc. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future. The administration will determine the acceptability of any questionable haircut.
- JEWELRY –Only watches or a simple religious necklace may be worn. No other jewelry is allowed.
- UNDERSHIRTS – only a solid white t-shirt may be worn under the official school shirt. There are to be no logos or print of any kind on the t-shirt.

### **Girls uniforms**

- BLOUSE – plain white blouses, short or long sleeve, with no lace or trim, must be worn. These must fit correctly. Blouses must be tucked in with waistband visible. Blouses must be fastened with the first button below the collar button. NO OVERSIZED SHIRTS ARE ALLOWED.
- JUMPER – grades K-5 – official school jumper with emblem must be worn on Mass days and designated event days. The finished hem must be to the knee.
- SKIRTS – grades 6-8 – official school skirt must be worn on Mass days and designated event days. The finished hem must be to the knee.
- WALKING SHORTS – official school uniform walking shorts may be worn any time during the year, except Mass days and designated event days. The finished hem must be to the top of the knee.
- SHORTS – Shorts must be worn under the uniform jumper or skirt. They are to be of a length that is not visible, sitting or standing.
- SOCKS – Only solid white or navy blue must be worn. No footlets, sport socks or low cut ankle socks. Only knee, cuffed ankle or mid-calf crew socks are allowed. Solid navy, black or white tights may be worn.
- SHOES - only white, navy, or black shoes are allowed. Traditional athletic shoes may include the colors in the school uniform plaid in any combination. The uniform plaid consists of the colors: blue, black, white, gray, red (which may only be a trim color) and maroon (which may only be a trim color). Patent leather or metallic trim is not allowed on athletic shoes. Shoes with laces must be same solid color of white or black laces on both shoes and laces are to be tied snugly. Saddle oxfords and tennis shoes without laces are permitted. No boots, cleats, turf shoes, sandals, mules, wheeled, lighted or character logo shoes will be allowed.  
\*No colors other than the ones stated above will be allowed in any form on shoes.
- DRESS UNIFORM – Grades K-5: official school jumper with blouse  
Grades 6-8: official school skirt with blouse
- HAIR – Girls’ hairstyles should be appropriate for school. The use of excessive hair spray is not allowed. Hair may not be colored, dyed, or hi-lighted. Also, girls are not allowed to have fad hairstyles. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future. The administration will determine the acceptability of any questionable haircut or hairstyle. Hair spray cans or pumps are not allowed on school grounds and/or school bus. Hair ribbons and accessories

must be solid colors of navy blue, white, red, maroon, gray, black or the uniform plaid. Hair accessories should be of a moderate size in proportion to the age of the child.

- JEWELRY/ACCESSORIES – Jewelry worn to school should be tasteful and appropriate to the age of the child. Jewelry is limited to rings, watches, conservative earrings and simple religious necklaces. Pins are not to be worn on the uniform. Girls may wear a matching pair of earrings, one per ear lobe. No large hoops or dangling earrings are allowed. Teachers may request that certain jewelry not be worn to school. The school reserves the right to determine what is appropriate.
- OPTIONAL WINTER UNIFORM
  1. Optional official uniform pants are allowed. No other navy pants will be allowed for this uniform. The regular white blouse is to be worn with these pants. Students may wear solid white turtleneck shirts under the blouse.
  2. Girls may wear solid navy legging under the jumper, skirt or shorts. These leggings are available at the uniform outlets.
- MAKE-UP – No make-up, fingernail polish, colored chap stick, lip-gloss, or fake nails of any kind will be allowed.

**ALL ITEMS OF CLOTHING SHOULD BE LABELED WITH THE CHILD'S NAME. THERE IS NO LOST AND FOUND. ALL LABELED ITEMS WILL BE RETURNED TO THE STUDENT.**

### **Boys and girls physical education uniform**

#### **Grades 6-8**

- The official P. E. uniform must be purchased from the designated uniform outlets. The uniform consists of maroon gym shorts and a gray t-shirt with the official school emblem. These are to be of sufficient size to be modest and allow free movement. Athletic shoes are required for P. E. class.
- The P. E. teacher will notify students when warm-ups may be worn.
- ALL P. E. UNIFORMS MUST BE LABELED WITH A LAUNDRY MARKING PEN. THE STUDENT'S NAME MUST BE DISTINCTLY WRITTEN AND PLACED AS SPECIFIED BY THE P. E. TEACHER.
- THERE IS NO LOST AND FOUND. ALL LABELED UNIFORMS WILL BE RETURNED TO THE STUDENT.

#### **Grades K-5**

- Students must wear athletic shoes to P.E. If students wear dress shoes to school, they must change into their athletic shoes.

## Free Dress Guidelines

- **Spirit Shirt Free Dress**

On these days the students are to wear the purchased spirit shirt (for that year) and uniform pants or shorts. No other MBS shirts are allowed. If the student chooses he/she may wear the regulation school uniform.

- **Earned Free Dress Days**

During the school year there may be days designated as free dress day for either the entire school or certain groups or individual students. The dress guidelines for these days are:

**Shirts:** Collared or un-collared are allowed (no inappropriate wording allowed), **no** tanks, halters, short-length tops, or spaghetti straps are allowed.

**Pants:** jeans, knee-length shorts or skirts, or capris are allowed.

**No** mini skirts, leggings, pajama pants or boxer shorts are allowed.

Students need to make sure they have the appropriate P.E. uniform, shoes and socks, as they will not be able to call home for these items.

**The administration reserves the right to determine the acceptability of questionable garments.**

## Academics

**Policy** – Most Blessed Sacrament School strives to provide a curriculum that promotes moral, intellectual, and physical development.

**Quality of Work** – Each student is expected to turn in quality work. A student who is messy or careless with his/her work demonstrates a lack of pride in his/her individual accomplishments. Our teachers insist on the best work from our students.

## Grading

- **Grading Scale**

|               |               |
|---------------|---------------|
| A = 94 – 100% | D = 70 – 77%  |
| B = 86 – 93%  | F = Below 70% |
| C = 78 – 85%  |               |

- **Grade Averaging**

1. For the final average, a full 70% (D or 1.0 quality point) is required for a passing grade; there will be no rounding up.
2. Middle School Exams and Conduct Grades
  - Grades 7-8: The semester grade is the average of the two nine weeks' grades taken together with the exam grade when an exam is given. The exam grade is 20% of the semester average and is shown on the report card.

- Grade 6: The mid-term exam is averaged into the second nine weeks grade. The exam is 20% of that nine weeks average. The final exam is averaged into the fourth nine weeks grade in the same way. The first semester grade is the average of the first two nine weeks' grades; the second semester is the average of the second two nine weeks' grades.
  - The final grade is the average of the two semester grades.
  - There will be NO student exemptions from exams, mid-term or final.
  - All class conduct percent grades will be averaged together to count 50% of the total conduct grade. The other 50% will be the general conduct percent grade.
  - There will be no rounding of conduct grades.
- **Retention**
    1. Upper Elementary (4-8) - A student shall not be promoted if he/she has failed two or more major subjects. (Religion, Reading, Math, Language Arts, Science or Social Studies)
    2. Primary Grades (K-3) – A student shall not be promoted if he/she has failed two or more major subjects. (Religion, Reading, Math or Language Arts) Serious consideration will be given a child who has not achieved competence in all subject matters.
    3. A student who fails a subject for the second semester fails that subject for the year.
    4. A student who fails only one subject may be passed conditionally. The student must successfully complete approved summer remediation as designated by the administration.
    5. The ultimate decision in regard to retention or conditional promotion must be a joint one between principal and teacher.
- **Honor Roll**
    1. Nine Weeks Honor Roll – For a student to be on the honor roll, he/she must have ALL A'S AND B'S on his/her report card, including conduct. The handwriting grade is not a determining factor for honor roll. A student may have an N, but must not have any U's to be eligible.
    2. Yearly Scholastic Award – For a student to obtain the yearly scholastic award, he/she must have ALL A'S AND B'S on his/her report card, including conduct. There are to be no C's or below anywhere on the report card (including conduct grade, exam grade, etc.). The handwriting grade is not a determining factor. A student may have an N, but must not have any U's to be eligible.
    3. Academic Lettering –
      - Grades 6-8 – to letter academically, a student's semester grade point average must be at least a 3.5. Exploratory grades are not included. Semester averages and all conduct grades must be A's or B's. A student may have no D's or F's for nine weeks or exam grades and may have no U's during the semester.
      - Grade 5 – to letter academically a student's yearly grade point average must be at least 3.5. Only the academic subjects of Religion, English, Spelling, Reading, Math, Social Studies and Science will be used to determine the grade point

average. Final averages and all conduct grades must be A's or B's. A student may have no D's or F's for nine weeks grades.

- **Homework** – Homework is the individual student's responsibility. All assignments should be completed neatly and on time. Students are expected to arrive for school prepared to participate in the day's learning. Study of notes and review of material covered in class should take place daily.
- **Eligibility for Sports** – To be eligible for extracurricular activities, students must maintain prescribed standards of academic achievement and conduct.
  1. The report card issued immediately before the beginning of the activity will be used to determine eligibility. The student must have a passing grade in every subject and at least a 2.0 grade point average. The conduct grade must be at least an 86% B.
  2. To determine eligibility in an activity that begins before the first nine weeks report card is issued, the report card from the previous year will be reviewed. The student's final yearly average of academic grades will be used. The grade point average must be at least a 2.0 and include no F's. The student's fourth nine weeks conduct grade will be used to determine eligibility at this time. The conduct grade must be at least an 86% B.
  3. During a school based activity, if a student's conduct grade in any class or general conduct falls below an 86%, that student will immediately be placed on probationary status. He/she is then in jeopardy of being removed from that team or organization. However, prior to the start of a new extracurricular activity, (ex. beginning of Volleyball) the conduct grade in any class or general conduct must be at least an 86% B.
  4. If a report card is issued after a sport begins, that report card will be used in determining continued eligibility.
  5. A student's continued academic progress and ongoing conduct determine continued participation. If a student is in jeopardy, a parent/teacher/administrator conference may be held to determine continued eligibility. The administration may choose to place a student on probation or remove that student.
  6. The administration may choose to remove a student from an activity at any point during the school year.
- **Individual Student Needs** – Most Blessed Sacrament School attempts to meet the needs of students within our school by making reasonable accommodations and incorporating minor interventions in regular classroom activities.
- **Educational Evaluations** – If a child is having an educational evaluation done by an outside resource, all paperwork that needs to be completed by the school needs to be handled by the Guidance Counselor. The Counselor will then return all paperwork directly to the doctor or psychologist. A copy of the final report should be sent to the school, so that accommodations can be made.

- **Confidentiality** – All school records are confidential and will be released only to authorized persons. Parents may be asked to sign a release form when transferring their child into Most Blessed Sacrament School. This form enables the sending school to release the confidential school records to us. Parents may review (in the office complex) all records pertaining to your child. This is usually done by appointment. At the time of a record review, parents will be asked to sign a form indicating that they have had access to their child’s records.
- **Non-custodial Parents** – This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Religious Instruction**

**Policy** – At Most Blessed Sacrament School Religion is a major, graded subject taught to all students. All students are required to participate in Catholic religious instruction, graded tests and assignments.

### **Curriculum**

- Our curriculum for grades K-8 uses a Diocesan approved Religion textbook that is found to be in conformity to the Catechism of the Catholic Church.
- In addition, grade 8 uses an approved Catholic Education program in Morality and Family. This program is taught in the last nine weeks of the school year, and all students in grade 8 are required to participate.

## Conduct and Discipline

**Policy** – The conduct and discipline policy of Most Blessed Sacrament School strives to promote a disciplined atmosphere centered in treating each individual as a child of God, fostering personal freedom and responsibility for personal decisions and actions. The purpose of all disciplinary action is to mold future behavior and to teach students that education is a right qualified by compliance with rules and regulations.

**Code of Conduct** – The aim of the code of conduct is to develop sound character, responsibility, and citizenship, to foster the exercise of self-control.

A student must conduct himself/herself on campus, off campus, and traveling to and from school in a manner consistent with his/her status as a member of the Catholic school community. Students have responsibility to dress and appear on school campuses according to standards of modesty, safety, and health as prescribed by the local school board/commission/council.

**Courtesy and Good Manners** –Students should be encouraged to:

- Perform acts of courtesy and display good manners as a matter of habit.
- Manifest a reverent attitude during the time of prayer in school and in church by correct posture, silence, recollection, and avoid anything that will distract those at prayer.
- Show respect for themselves and others
- Use courteous expressions such as, “please” and “thank you”
- Show consideration for others by offering assistance; holding open the door; speaking in a moderate tone of voice; knocking before entering any room.

### Harassment

**Policy** - Most Blessed Sacrament School does not condone harassment or bullying of any kind. All students are to be treated with dignity and respect. Harassment of any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities.

**Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

**Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.

**Written or electronic communication harassment** includes communication of any threat of, or act of sexual, verbal and/or physical harassment.

**Sexual harassment** shall be defined as inappropriate verbal or physical conduct of a sexual nature.

**Bullying**, a form of harassment, is the act of intimidating a person to make that person do something. This includes, but is not limited to, teasing in a mean way, “ganging up” on others, keeping certain people out of a group, spreading rumors, punching, shoving and other acts that hurt physically.

**Procedure** - Any forms of harassment or bullying will be dealt with and may result in disciplinary actions such as immediate suspension, probation, expulsion, or other actions deemed necessary by the administration.

### **Violence and Threats of Violence**

**Policy** - Most Blessed Sacrament School recognizes violence and threats of violence as totally unacceptable behavior. Any violence and threats of violence will be taken seriously, and will be handled with aggressive action. Even frivolous threats will be addressed with aggressive action. Because of the society in which we live, we are in a “NO HUMOR ZONE” with regard to violence and threats of violence.

**Any further actions deemed necessary by the administration will be taken.**

### **Substance Abuse**

**Policy** – Most Blessed Sacrament School strives to provide preventative substance abuse education and a drug-free climate on campus and at all school-related functions.

The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as “chemicals”) is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.

### **Tobacco and Smokeless Tobacco**

If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension. Any tobacco product found in the student’s possession shall be confiscated.

### **Alcohol**

If a student is found to be in possession of, or under the influence of, alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but may not be limited to, suspension or expulsion.

### **Prescription or Over-the-Counter Drugs**

If a student is found to be in possession of, to have provided or sold, a prescription or over the counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but may not be limited to, suspension or expulsion.

### **Illegal Drugs**

An “illegal drug” is any drug, the possession of which is prohibited by federal, state or local law.

1. If a student is found to be in possession of, or under the influence of, an illegal drug on school grounds or at any school related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but may not be limited to, suspension or expulsion.
2. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately, and the student will be expelled.

### **Drug Paraphernalia**

If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration.

### **Look-alike and Imitation Products**

If a student is found to be in the possession of any substance or product that resembles, imitates or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

### **Drug Testing**

Drug testing alone is not a substance abuse program. As part of a comprehensive substance abuse program, however, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession of, or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.

### **Moral Turpitude Violations**

Violations of civil or criminal law involving moral turpitude or other conduct that, in the professional opinion of the school administration, would reflect or cause discredit to the reputation of the school by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic church or the philosophy, policies, goals, and commitments of the Catholic school as indicated in the parent/student handbook, make a student subject to corrective action, including suspension or dismissal.

Activities prohibited by this regulation include, but are not necessarily limited to, the following:

- Attending, sponsoring or participating in activities where alcohol or illegal drugs are sold, purchased, possessed or consumed.
- Committing, threatening or attempting to commit acts of vandalism that affect a person's life, health or property.

### **Search and Seizure**

School officials may search pupils, their lockers, or their belongings, including but not limited to, handbag, briefcase and book bag for neatness and/or for contraband for purposes of maintaining order and discipline.

## Discipline Plans

**Classroom Discipline Plan** - Students and parents will be notified of classroom rules, consequences and procedures at the beginning of the school year. This plan will be posted in the classroom.

**Schoolwide Discipline Plan** - Just as each teacher has classroom expectations, there are expectations outside of the classroom; therefore, a schoolwide discipline plan has been developed.

### General Rules

1. Follow directions the first time given
2. Stay in the assigned area
3. Adhere to the dress code
4. No gum or candy
5. Keep hands, feet and negative comments to yourself
6. Run only on the playground
7. No loitering in the restroom or on the sidewalks
8. No graffiti written on body, clothes or property
9. No walking on courtyard areas that are not decked or paved

### Playground Rules

1. Use equipment properly
2. No throwing inappropriate objects
3. No rough play

### Cafeteria Rules

1. Exhibit table manners
2. Remain seated while eating
3. Speak in a quiet voice
4. Leave table, chair and floor clean
5. No candy, carbonated beverages, or fast food lunches

### Mass Rules

1. Process to church in a reverent and orderly manner
2. Enter and exit in silence and in reverence
3. No talking to others during mass

- Any student who chooses not to follow a schoolwide rule will receive a **green slip** and lose two points from the general conduct grade. Green slips are used to document dress code violations and minor inappropriate conduct outside of the regular classroom.
- The procedure for handling an accumulation of green slips will be sent home at the beginning of the school year in the grade-level discipline letters.

## Disciplinary Implementation

- A **Parent Notification Checklist** is a communication of a behavioral incident that occurred in the classroom. The procedure for this form is included in the classroom discipline plan sent home at the beginning of the school year.
- Accumulation of notification checklists during a nine weeks period may lead to a behavior modification plan.
- A behavior clinic is a consequence given by the disciplinarian, who notifies the parent through a student discipline form. Usually students meet the disciplinarian in the library from 7:30 AM to 8:00 AM. Students may be given a written assignment that is related to the offense.
- An accumulation of behavior clinics during a nine-week period may lead to a suspension.
- A suspension may be served at home. The student is responsible for the completion of all assignments. In some cases, parents may be called to pick up their child to serve an out-of-school suspension at home for the remainder of the day.
  1. Second suspension = administrative conference that may result in an extended suspension. A student will be put on disciplinary probation at this time.
  2. Third suspension = student liable for expulsion.
- For very serious reasons, a student may be expelled after a single violation if his/her continued presence in the school would seriously hamper the school in fulfilling its obligations to the other students. Three suspensions make a student liable for expulsion.
- Fighting is usually cause for immediate suspension of all parties involved. The length of suspension depends upon the severity of the situation.
- Blatant cheating will result in a zero for the assignment and a behavior clinic. Further cheating could result in suspension or expulsion from school.
- Infraction of the uniform code will be dealt with through the Schoolwide Discipline Plan. When continued infractions occur, parents may be called to the school to bring the student's correct uniform and/or other disciplinary actions may be taken. Wearing shorts on mass days is considered an infraction of the uniform code.
- There are certain items and substances that are either not permitted at school or are governed by special regulations. These items will merit disciplinary action and possible confiscation if found in the possession of students. The school reserves the right to search pupils, their lockers, and their belongings. Some items that are not permitted at school are perfume, hair-spray, make-up, breath spray, any other aerosol spray, matches, lighters, gum, candy, weapons of any sort, pocket knives, nail cleaning kits, toys, paint pens, liquid paper, cartridge pens, chiming watches, magazines not found in our library, and other inappropriate items. The administration may deem an item inappropriate at any time.
- **STUDENTS MAY NOT HAVE A CELL PHONE, CAMERA, ELECTRONIC OR MUSICAL DEVICE ON CAMPUS DURING SCHOOL HOURS (7:00-4:00).** If a student chooses to bring a cell phone or electronic device to school, it will be picked up, kept in the office and a parent will have to pick it up from the office. The student will serve a **clinic**. If the phone

- or device is confiscated for a second time the student will serve a suspension and the item will not be returned until the end of the school year.
- Because of damage to furniture and floors, pens may not be taken apart at school. Any pen that is taken apart will be confiscated and thrown away.
  - Any inappropriate lunchroom behavior is not allowed. Serious misbehavior or repeated lesser offenses may result in the necessity of the parent eating lunch with the child each day.
  - Behavior on the buses is to be in accord with the published bus rules. A student who is referred for misbehavior by the bus driver may face possible suspension of, or loss of, the privilege of riding the bus.
  - All textbooks must be covered by the third day of school and are to remain covered throughout the school year. Contact paper is not to be used to cover hardback books and, if used, the student will be assessed replacement cost of the book. It is suggested that consumable books be covered with contact paper. Student will lose classroom conduct points for uncovered books.
  - Students may be asked to pay for deliberate damage to property. This includes fines for damaged books, damaged furniture, and the actual cost of any other damage.
  - Gum and candy at school are not allowed, as they are destructive to the floors and furniture. The first offense will result in a green slip. Every offense thereafter will result in an automatic behavior clinic.
  - Running and horseplay are frequently the cause of harmful accidents. Minor cases of such behavior will be dealt with by teachers and green slips or yellow slips will be given. Serious cases of such behavior will result in more serious consequences.
  - Being tardy for class in middle school over two times in a semester will result in a 7:30 AM behavior clinic.
  - Students and parents will be notified of any changes in the Classroom or Schoolwide Discipline Plans that may occur during the school year.
  - Parents will be notified if classroom or general conduct grades drop below 90%.
  - Classroom and Schoolwide Discipline Plans may be modified for a student who repeatedly exhibits inappropriate behavior.
  - If a teacher or administrator notifies a parent that a student has a discipline problem by sending a note, parent notification slip or discipline report form home, it must be signed and returned the following school day. Failure to do so may result in a behavior clinic.
- **Severe Clause:** Major infractions such as blatant disrespect, harassment, defacement of school property, stealing, lying, dishonesty, inappropriate language/gestures, substance abuse, and possession of weapons may result in disciplinary action such as immediate suspension, probation, or expulsion.

## Extracurricular Activities

**Policy** - Extracurricular activities at Most Blessed Sacrament School are considered a privilege, and participation is governed by rules of eligibility.

### Participation

- All students must meet eligibility requirements as stated in the “Academics” section to participate in extracurricular activities. The stated eligibility requirements are the minimum standards to participate in activities.

Organizations such as Beta, Student Council, and Cheerleader may have more restrictive standards for eligibility. Students participating in these activities will be issued a separate set of guidelines.

### Athletics

- Registration – Prior to participation in each school-sponsored athletic activity, a completed Most Blessed Sacrament School Athletic Consent Form and MBS Physical Examination Form for current school year and all required fees must be submitted. These forms will be made available by the school office and must be returned to the **school office** before a student may attend practice.
- A student must be examined by a physician prior to participation in any CSAL or CYO sport.

### Conduct

- All students participating in extra-curricular activities must recognize that they are representing Most Blessed Sacrament School, whether on campus or visiting away from school. This especially applies when students are wearing uniforms. Conduct at activities while representing Most Blessed Sacrament School must be dignified and beyond reproach in the opinion of the activity sponsor. We also ask our parents, students and athletes to be ever mindful of maintaining a sound school reputation. We must also remember that adult conduct has a strong impact on our children's attitudes and character development.

### Transportation

- Parents of students participating in these activities are responsible for getting them to designated assembly points on time and for picking them up on time. Continued tardiness may result in a child's being removed from the activity.

### CSAL Guidelines for Conduct at Athletic Events

- No drinks are to be brought to ball games (football, basketball, etc.). Concessions are available at all the games. No alcohol is to be brought to any of these functions. Those fans bringing drinks or ice chests to student activities will not be allowed to enter. Anyone using alcoholic beverages will be asked to leave the school premises. This is a CSAL (Catholic Schools Athletic League) ruling that will be strictly enforced. Our school is judged by our behavior and can be penalized by inappropriate behavior of fans as well as athletes and coaches.

### **Students Who Attend After School Activities**

- An adult must supervise students attending after school activities. Students may not be dropped off without adult supervision. If a student is not with an adult, parents will be called to pick up their child. Once students enter the facilities, they may not leave without an adult. Students who do not abide by these rules may be restricted from attendance at future events. This is for the protection of all children.
- A student who is absent from school because of illness will not be allowed to attend after school activities that day. Example: practice, games, etc.
- If a student does not participate in P.E., he/she will not be allowed to participate in sport-related activities that day. Example: practice, games, etc.
- A student may be checked out of school after 2:00 for a scheduled appointment and still participate in extracurricular activities that day.
- If a child is suspended from school, he/she may not participate in a game or practice from the time of the suspension is issued until he/she is admitted back into school. If the suspension is on a Friday, he/she may not participate in any activities during the weekend.

## **Transportation**

**Policy** -Eligibility for bus transportation rests with the officials of the East Baton Rouge Parish School Board. It is the policy of Most Blessed Sacrament School to expect its students to be aware of and obey all safety rules as set forth by this Board.

### **Bus Transportation**

- School bus service is provided twice a day by the East Baton Rouge Parish School Board. Bus service is available to all students who live in Most Blessed Sacrament Parish and whose residence is more than a mile from the school property. The determination of eligibility for busing rests with officials of the East Baton Rouge Parish School Board. Problems with busing should be reported to the school office and East Baton Rouge Parish School Transportation at 226-3784.

### **Rules for School Bus Passengers-East Baton Rouge Parish School Transportation Office**

- A school bus with undisciplined passengers is a hazardous bus. Misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:
  1. Be on time; the bus will not wait.
  2. Do not stand in the street while waiting for the bus. Stand a safe distance off the street and wait until the bus is stopped and the driver motions to you before you approach the bus.
  3. If you must cross the street to board the bus, do so very carefully. Wait for your driver's directions and cross at least 10 feet in front of the bus after the driver signals it is OK to cross. You should also check for traffic in both directions before crossing.
  4. Cooperate with the driver; your safety depends on it.
  5. Remain quiet enough to not distract the driver.

6. Present written permission from your parents, which has been approved by the principal, to your bus driver to get on or off the bus at a stop other than your own.
  7. Do not stand when a seat is available and the bus is in motion. Sit in the seat assigned to you by the driver
  8. Do not extend arms, head or other objects out of windows or doors.
  9. Do not throw objects in the bus or out of windows or doors.
  10. Do not use the emergency door except for emergencies, usually directed by the driver.
  11. Do not eat or drink on the bus.
  12. Do not possess or use tobacco, matches, lighters, drugs, obscene materials, weapons or other prohibited items on the bus.
  13. Do not damage the bus in any way.
  14. Be courteous and safety conscious at all times.
  15. Protect your riding privilege by abiding by all of the above rules.
- In extenuating circumstances, parents may request for their child to ride a non-assigned bus. For this request to be granted, a parent must fill out a Transportation Special Request Form through the school office which will be sent to Transportation for approval or non-approval.
  - Items Carried on Buses
    1. Band instruments, projects or materials requested of a child to be brought into school must not be so large or bulky that they cannot be held on the child's lap.
    2. Items such as balls or toys may be brought on the bus only in a booksack or paper bag.
    3. Projects that are too large to fit in a bag or booksack will not be allowed on the bus.
    4. At no time are glass items, marbles, balloons, and coat hangers to be brought aboard the bus.
    5. No candy or gum is ever to be in a student's possession on the bus.

#### **Other means of getting to school**

- Children may also walk, ride a bicycle, or be transported to school in an automobile.
- Children who come to school in any manner other than the school bus should arrive between 8:05 and 8:20 AM. Staff supervision begins at 8:05, and students are not allowed on campus any earlier except for scheduled activities.

#### **Walkers**

- **No one is to be on campus before 8:05 AM.**
- Children who walk to school should cross only at the crossing guard.
- Children are to cross the parking lot at the designated crossing point only and obey the instructions of the safety patrol.

#### **Bicycle Riders**

- **No one is to be on campus before 8:05 AM.**
- Bicycle riders should park their bicycles in the bike racks and go immediately to the gym for assembly.

### **Carpoolers**

- Children must not be dropped off in the rear parking lot. Also, students are not to be picked up in the back parking lot or the gravel area.
- An adult must sign in children arriving at school after 8:30 AM before they can be admitted to class.
- Do not park in the preschool parking lot.
- Parents who carpool or who bring children in automobiles should discharge the children in the carpool lane immediately next to the bus lane. In the morning when students are arriving at school, cars will be unloaded only in the designated crosswalk area. Buses will be unloading in designated areas on either side of the crosswalk.
- In the afternoon, cars will line up in the first two lanes farthest from the road in the parking lot. All buses will be loaded first and then cars will move into place to be loaded.
- Students will be given a procedure for assembling for carpool dismissal. When a vehicle is in motion, the driver **MUST NOT** be using a cell phone. The driver **IS NOT** to get out of the vehicle at any time when the line is in motion. Carpool passengers will be able to load into the vehicle only from the passenger side of the vehicle. Drivers need to adhere to these guidelines for the safety and efficient movement of the all those involved in carpool dismissal.
- Carpool students must be picked up by 3:45. If a student is not picked up by 3:50, he/she will be sent to extended care. The parent must pay a \$5.00 charge when the child is picked up from extended care. If this becomes a chronic occurrence, then the student must be enrolled in the Extended Care Program.
- PLEASE NOTE Students who are picked up by parents must be picked up in the carpool line ONLY. They are not to walk to any car parked in the parking lot or on the street. Students who are being picked up by a parent on campus must be checked out in the office prior to 3:15 PM, and parents are asked to park in the back parking lot while they come to the office.
- Because buses leaving Most Blessed Sacrament need extra clearance when turning onto Baringer, cars are not to line up on Baringer between the intersection of Broker/Baringer and the entrance to the parking lot. These cars are to line up on Currency to cross directly into the parking lot. Those coming from Jefferson Highway are reminded to stay well to the right and to allow an alternating flow of traffic into the line from Currency.

### **Rainy Days**

- When there is a heavy rain and students have to be under the awning, there will be an adjusted carpool procedure. In the morning both buses and cars will arrive in the same lane (the "bus lane") and students will be unloaded at the gym or under the awning. In the afternoon cars will be directed to move into the bus lane to load under the awning.

### **Extended Care**

- Most Blessed Sacrament School offers an extended care program for all parishioners with children in grades K–5. Middle school students will be accepted only if there is a K-5 sibling enrolled. This program will be held on the MBS campus and will follow the school calendar. Forms for enrollment may be requested from the school office.
- Students may not be picked up from Extended Care prior to 3:50 PM.

**PLEASE NOTE: IF A STUDENT IS TO GO HOME IN A MANNER THAT DIFFERS FROM HIS/HER USUAL MANNER, A NOTE MUST BE SENT TO THE TEACHER INFORMING THE SCHOOL OF THE CHANGE. IF THE STUDENT DOES NOT HAVE A WRITTEN NOTE, HE/SHE WILL BE SENT HOME IN THE USUAL MANNER. A STUDENT MAY NOT RIDE ON A NON-ASSIGNED BUS.**

## **Emergency Information**

**Policy** - Most Blessed Sacrament shall have an emergency information record on file for each student. Most Blessed Sacrament School has an emergency procedure plan established for natural disasters as well as threats of weapons and violence.

### **Procedure**

#### **Emergency Cards**

- The school office must have on file at all times sufficient information to enable contact with a parent or the authorized representative of the parent. Children for whom such information is not available will not be allowed to attend school until proper documentation is on file. We must be able to reach parents in an emergency.

#### **Emergency Dismissal**

- In the event of severe weather or other emergency, school may be closed on short notice. This notice will be in the form of bulletins through the local news media (radio and television). The bulletin will announce closing of East Baton Rouge Parish Schools. This will automatically include Most Blessed Sacrament School because we use public school transportation services and follow their transportation schedules. In an emergency situation it is impossible for the school to contact all parents. During severe weather conditions, parents should listen to the local news media (radio, TV) for information concerning the closing of school. Parents are urged to make arrangements with neighbors or friends to take care of their children if they are customarily not at home during school hours. Parents are also encouraged to instruct their children about such plans. Parents of carpoolers or walkers should have contingency plans for picking up their children as soon as these emergencies are announced. Carpoolers should make arrangements to pick up children immediately upon notification.
- In the case of an emergency, the phone broadcast system will be used to notify parents.

#### **Chemical Emergency**

- In the case of a chemical spill, we will follow procedures given to us by the Diocesan School Office and East Baton Rouge Parish, which may include evacuation or "shelter in place".

#### **Emergency Disasters and Threats of Violence**

- Most Blessed Sacrament School will follow the Procedural Guidelines according to our Diocesan Crisis Response Manual.

## Health

- **Health Records** - State law requires that we have a copy of a Student Health Form for School Registration (MCH-14A) on each student prior to the start of school. No child will be admitted to our school without acceptable evidence of all required immunizations. It is the parents' responsibility to see that this record is kept current each year.
- **Communicable Diseases** - Children with communicable diseases should remain at home for the usual period of time that those diseases are contagious. CHILDREN WITH FEVER SHOULD REMAIN HOME UNTIL THEY HAVE BEEN FREE OF FEVER FOR 24 HOURS.
- **Parasitic Infestations** - Occasionally all schools have problems with human parasitic infestations. Children with parasites should stay home until they are parasite free, including any nits.
- **P. E. Participation** - Students who have been ill and need to be excused from P.E. must bring a note from a parent or physician the day they return to school. Students who have been injured and must be excused from P.E. for an extended period of time must bring a physician's statement excusing the child from participation. The student cannot resume P.E. activities without the physician's release statement.
- **Insurance** – Accident insurance covering students during school hours, when going to and from school and at all school sponsored activities is provided to all students.

## Medication

**Policy** –For the safety and welfare of all students, Most Blessed Sacrament has strict regulations on all forms of medication given to students.

### Procedure

- Students should NEVER have medications in their possession on the school grounds. This includes Tylenol, vitamins, cough drops, Chap Stick, or any other medicine. The school has the right to take any such medication away from the child and contact the parent.
- Medications will not be given at school. This includes antibiotics, short-term medications, and non-prescription drugs (aspirin, Tylenol, cough drops, etc.). Any questions concerning medication should be directed to the school administrator.
- Possible exceptions to this rule are:
  1. Medication for behavior modification (e.g., Ritalin).
  2. Insect sting allergy medication, which must have a note from the physician with specific instructions.
  3. Anticonvulsion medications (e.g., Dilantin, Phenobarbital).
  4. Medication for asthmatic conditions.

- If a child must take any of the above described prescription medications, the following should be observed:
  1. The medication must be brought to school by the parent or guardian. It must be in the container in which it was originally packaged. The label must have the name of the student, name of medication, date, dosage, and the specific time it is to be given at school. Unlabeled medication cannot be dispensed.
  2. When the initial medication is brought to school by the parent, a note with the physician's signed approval must accompany it. This note will be attached to the school's medication form, which the parent will fill out and sign. The physician may choose to fill out the school form rather than sending a note.
  3. To circumvent potential abuse, the medication will be kept in the school office under lock and key in a secure, central location and a log maintained on the administration of the medication.
  4. Teachers are not to keep student medicines in the classroom or dispense medicine at any time.
  5. No more than a month's supply of medicine will be allowed at school.

## **Fees**

### **Tuition**

- After consultation with the Most Blessed Sacrament Council of Education, it was decided to go to an automatic draft program for payment of monthly tuition. The program is mandatory.
- Parents have two options to pay tuition. Tuition may be paid in one lump sum due June 5 or tuition may be drafted monthly. Eleven tuition payments will be drafted on or around the 5<sup>th</sup> of each month in June and August through May (there is no draft in July).
- The first month tuition, due on June 1, will be drafted by June 10.
- Any returned drafts must be paid directly to the school by cash or money order **ONLY**. A \$5.00 late fee must be included in the payment.
- Any Most Blessed Sacrament accounts using the automatic draft that have consistent NSF returns shall be reviewed on a quarterly basis and referred to the Pastor for possible termination of school services.
- The Administrator shall establish administrative procedures and take all such action necessary for their implementation with proper notifications presented to all persons concerned.

### **Delinquent Fees**

- All fees, including all tuition fees, lunch money, fines for lost or damaged text or library books, extended care, or any other fees required by Most Blessed Sacrament, must be kept current.
- Most Blessed Sacrament Parochial School reserves the right to withhold the administration of exams or testing until all accounts are current or arrangements have been made with the Administrator.

## **Internet Use**

### **Acceptable Use Policy**

- (Diocesan Policy 4.9.1.3) Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violation that is unethical and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district. This policy must be included in the school handbook of policies and must be adhered to.

By signing the handbook Contract/Guidelines Regarding the Use of the Internet students and parents agree to abide by all rules included here.

The use of the Internet is a privilege, not a right. The primary purpose of the school's Internet connection is educational and as such, educational purposes shall take precedence over all others. Students agree not to use the Internet connection unless given permission by a teacher or under acceptable supervision. Students agree not to participate in the transfer of inappropriate or illegal materials through the school's Internet connection. Students agree not to use the Internet for making threats of violence, slanderous or derogatory remarks against any members of their school community. Students and their parents/guardians accept that inappropriate behaviors may lead to penalties including loss of privileges, disciplinary action, and/or legal action. Students and their parents/guardians release the school and all other organizations related to the school's Internet connection from any liability or damages that may result from the use of the Internet. In addition, students and their parents/guardians accept full responsibility and liability for the results of the student's actions with regards to the use of the Internet. Students and their parents/guardians release the school and related organizations from any liability relating to consequences resulting from the student's use of the Internet.

### **Most Blessed Sacrament School Procedures:**

- The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to the Internet resources throughout his/her classroom, library or school computer lab. Students may not use a personal e-mail account; however, he/she may be involved in classroom e-mail projects under the direct supervision of the classroom teacher.
- The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time. The student will be notified of any changes.

- Rules for classroom use of the Internet
  1. The student shall use Internet tools only under direction and supervision of teachers.
  2. The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
  3. The student shall not post any e-mail or other messages or materials that are derogatory, obscene, profane, threatening or disrespectful. He/She shall not use any language online that is not permitted in the classroom.
  4. The student shall not post personal information about himself/herself (last name, addresses, or telephone number) or about any other person. He/She will not forward personal mail without permission.
  5. The student shall not agree to meet with someone he/she has met online.
  6. The student shall not abuse or waste network resources through frivolous and non-educational use.
  7. The student shall not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one's own. He/She shall respect the rights of copyright owners. He/She shall properly cite the source of information accessed over the Internet.
  8. The student shall not make any purchase on the Internet while using school equipment or Internet service.
  9. The student shall immediately tell the teacher if he/she mistakenly accesses inappropriate information to protect him/her against a claim that he/she has intentionally violated this policy.
  10. The student shall avoid the inadvertent spread of computer viruses by downloading data.
  
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use with their decision being final. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.
  
- It is possible that a child may find material on the Internet that parents would consider objectionable. Although student use of the Internet will be supervised, the school cannot guarantee that a child will not gain access to inappropriate material. There may be material on the Internet that is not in accord with a family's values. The school would like to encourage parents to use this as an opportunity to discuss with their child their expectations and how these values should guide the child's activities while he/she is on the Internet.

## Other Procedures

**Phone Use** – No student is allowed to use any telephone on campus without permission from school personnel in authority.

**Guidance Department** – A guidance counselor will be working with students upon request of a teacher, administrator, parent, or student. The guidance counselor will also work with total class groups during the year. If necessary, the guidance counselor will contact students for consultation.

### Visitors

- ALL VISITORS MUST SIGN IN AT THE OFFICE AND OBTAIN A VISITOR'S PASS.
- Teachers are not allowed to receive visitors who have not received a pass from the office.
- Anyone on campus between school hours (8:30 – 3:00) is asked to park in the back lot and check in at the office first.

### Materials Brought to School

- Only eyeglasses, lunch boxes and cold weather apparel will be accepted for distribution to students once they are on campus. Please do not attempt to bring P.E. uniforms, assignments, folders, books, etc. These items will not be accepted.

**Cafeteria** – A parent who would like to eat lunch in the cafeteria with his/her child must call the cafeteria at least two days in advance to make a reservation.

**Volunteers** - All volunteers should sign in at the office and obtain a VISITOR PASS before entering any instructional area of the school. Volunteers, as well as regular staff members, run our cafeteria. Each parent should consider it his/her responsibility to spend at least one or two days a year working in the school cafeteria. Volunteers should contact the Cafeteria Manager. Cafeteria volunteers are to sign in with the cafeteria manager.

**Intercom Announcements** - Intercom announcements are limited to important business matters. Requests for announcements must be made through the school office by 12:30 PM. All announcements will be made at an appropriate, assigned time in the afternoon.

### Before and After School

- The school is not responsible for students on campus before 8:05 AM or after 3:50 PM, except for those students enrolled in the extended care program or scheduled activities.
- After school hours parents and/or students are not allowed in the classrooms to retrieve forgotten items, such as books or clothing. The maintenance staff is not allowed to open the facility.

### **Field Trips**

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Field Trip eligibility requirements vary by grade level.
- Permission slips for Field Trips -An official permission slip must be signed and returned to school for a student to be allowed to leave school. No phone call or handwritten permission will be accepted.
- For your convenience a blank permission slip is included in the back of this handbook.
- Chaperones will be asked to follow in cars when space is not available on the bus.
- Chaperones will not be allowed to bring children not assigned to the field trip. Preschool children and children not attending Most Blessed Sacrament School are not covered by insurance.
- Chaperones are expected to conduct themselves in the same manner as that expected of the students. This includes both conduct and dress code.

**Rolling Backpacks**-Rolling backpacks are permitted subject to the restrictions below.

1. Due to lack of storage space, the backpack can be no larger than 20 in. by 15 in., including side pockets. Please avoid excessive side pockets.
2. Backpacks may **not** be carried between classes because of congestion on the sidewalk. Students have ample time to get to their lockers during the day.
3. The backpack must have a retractable handle and shoulder straps.
4. The use of rolling backpacks will be limited to students in grades 3-8.
5. Students should eliminate what is not necessary – extra school supplies, markers, glue, etc.
6. For safety purposes, students must have their backpacks on their back before they enter the bus or carpool loading area.
7. Students who choose not to follow the safety rules will not be allowed to continue to bring this type of bag to school.

**Lost & Found** - Parents are asked to label all student clothing and belongings. Any items found will be returned directly to that student. Unclaimed articles of clothing that are turned in to the office without the student's name will be donated to charity.

### **Parties**

- Birthday Parties - Parents should check with the child's teacher before bringing treats for a child's birthday.
- Invitations - No invitations will be given out at school (this includes the classroom, the bus, the playground) unless all the students in the class are invited. The only exception is when a girl invites all the girls in her class or a boy invites all the boys.
- No gifts are to be exchanged between students on school grounds including at recess, on the bus, etc..

## **Asbestos**

- Most Blessed Sacrament School has been declared asbestos free. No friable or non-friable asbestos - containing building materials have been found in the school. The Management Plan stating this is kept in the school office and is available for review at any time.

**Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school.**

**The administration retains the right to amend this handbook at any time. Parents will be notified of any changes.**

# Most Blessed Sacrament School

## PARENT/LEGAL GUARDIAN PERMISSION SLIP FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Most Blessed Sacrament School. A brief description of the activity follows:

Destinations: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Parents' Name/Signature \_\_\_\_\_

Address \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

Please return this entire form by \_\_\_\_\_

